



National Science Foundation

Intergovernmental Personnel Act Vacancy

**DIRECTORATE FOR EDUCATION AND HUMAN RESOURCES
DIVISION OF HUMAN RESOURCE DEVELOPMENT
ARLINGTON, VA 22230**

ANNOUNCEMENT NUMBER: E20030028-IPA OPEN: 12/31/2002 CLOSE: UNTIL FILLED

**THIS POSITION WILL BE FILLED UNDER THE TERMS OF
THE INTERGOVERNMENTAL PERSONNEL ACT (IPA)**

The National Science Foundation (NSF) is seeking candidates for the position of Program Director/Associate Program Director in the Program for Persons with Disabilities within the Division of Human Resource Development (HRD), Directorate for Education and Human Resources.

The Division of Human Resource Development serves as a focal point for NSF's agency-wide commitment to enhancing the quality and excellence of science, technology, engineering and mathematics (STEM) education and research through broadening participation by underrepresented groups and institutions. The Division's programs aim to increase the participation and advancement of underrepresented minorities and minority-serving institutions, women and girls, and persons with disabilities at every level of the science and engineering enterprise. Programs contribute to the development of a diverse, internationally competitive and globally engaged workforce of scientists, engineers, and well-prepared citizens. Additional information about the Division and its programs can be found at www.ehr.nsf.gov/EHR/HRD/.

The ***Program for Persons with Disabilities (PPD)*** is dedicated to increasing the number of people with disabilities employed in the Nation's science, engineering, and technology workforce. PPD supports projects designed to bring about needed changes in academic and professional climates; increase the awareness and recognition of the needs and capabilities of students with disabilities; promote the accessibility and appropriateness of instructional materials, media, and educational technologies; and increase the availability of student enrichment resources, including mentoring activities. PPD projects also develop and test research questions about how students with disabilities learn in order to make all classrooms more inclusive and effective.

Initial assignments under the IPA mechanism may be made for a period of one to two years. Individuals eligible for an IPA assignment include employees of State and local government agencies, institutions of higher education, Indian tribal governments, federally funded research and development centers and qualified non-profit organizations involved in public management in instances where such assignments would be of mutual benefit to the organizations involved. The individual remains an employee of the home institution and cost-sharing arrangements are generally negotiated between NSF and the home institution. Additional information about IPA assignments can be found at www.nsf.gov/oirm/hrm/jobs/rotators/ipa.htm.

STATEMENT OF DUTIES: Implementation, review, funding, post-award management, and evaluation of the program and contribute to the intellectual integration with other programs supported by the Division. Designs and implements the proposal review and evaluation process for relevant proposals. Selects well qualified individuals to provide objective reviews on proposals either as individuals or as members of a panel. Conducts final review of proposals and evaluations, and recommends acceptance or declination. Manages and monitors on-going grants, contracts, interagency and cooperative agreements to ensure fulfillment of commitments to NSF. Evaluates progress of awards through review and evaluation of reports and publications submitted by awardees and/or meetings at NSF and during site visits. Contributes to the responsibility for establishing goals and objectives, initiating new program thrusts and phasing out old projects. Recommends new or revised policies and plans in scientific, fiscal, and administrative matters to improve the activities and management of the Program. Represents the Program, Division and Foundation within the scientific and education community, with other NSF Divisions, other appropriate agencies, organizations and academic and research institutions, and with the public.

QUALIFICATIONS REQUIRED: For the Program Director level, applicants must have a Ph.D. or equivalent professional experience or a combination of education and equivalent experience in science, mathematics or engineering or science/mathematics/engineering education. In addition, six or more years of successful research, research administration, and/or managerial experience is required. For the Associate Program Director level, applicants must have a Ph.D. or equivalent professional experience or a combination of education and equivalent experience in science, mathematics or engineering or science/mathematics/engineering education. In addition, four or more years of successful research, research administration, and/or managerial experience is required. In particular, strong candidates will: 1) have a broad familiarity and experience with the national community of disabled persons; 2) possess prior experience or familiarity with the review, management, and administration of Federal research grants; and 3) have demonstrated ability/experience in project evaluation, including the development of performance metrics as well as effective appraisal of existing evaluation schema.

HOW TO APPLY: Individuals interested in applying for this vacancy should submit a resume or any application of your choice to the National Science Foundation, Division of Human Resource Management, 4201 Wilson Blvd., Arlington, VA 22230, Attn: E20030028-IPA. **In addition, you are encouraged to submit a narrative statement that addresses your background and/or experience related to the Program.** You are asked to complete and submit the attached Applicant Survey form. Submission of this form is voluntary and will not affect your application for employment. The information is used for statistical purposes only. Telephone inquiries may be referred to Karen York at (703) 292-4364. Hearing impaired individuals may call TDD (703) 292-8044.

The National Science Foundation provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact listed on this vacancy announcement.

NSF IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO EMPLOYING A HIGHLY QUALIFIED STAFF THAT REFLECTS THE DIVERSITY OF OUR NATION.

NATIONAL SCIENCE FOUNDATION
APPLICANT SURVEY

OMB No. 3145-0096
Expiration: 7/31/2005

Vacancy Ann. #: _____ Position Status (temporary/permanent): _____

Position Title/Series/Grade: _____

INSTRUCTIONS

Your completion of this form will be appreciated. Submission of this Information is voluntary and it will have no effect on the processing of your application. The data collected will be used only for statistical purposes to ensure that agency personnel practices meet the requirements of Federal law. Pursuant to 5 CFR 1320.5(b), an agency may not conduct or sponsor, and a person is not required to respond to an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0096. NSF estimates that each respondent should take about 3 minutes to complete this survey, including time to read the instructions. You may have comments regarding this burden estimate or any other aspect of this survey, including suggestions for reducing this burden. If so, please send them to NSF Reports Clearance Officer, Division of Administrative Services, NSF, 4201 Wilson Blvd., Arlington, VA. 22230.

PRIVACY ACT INFORMATION

GENERAL - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

AUTHORITY - Section 7201 of title 5 of the U.S. Code and Section 2000e-16 of title 42 of the U.S. Code.

PURPOSE AND ROUTINE USES

The information is used for research and for a Federal Equal Opportunity Recruitment Program (FEORP) to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Privacy Act Officer, National Science Foundation, Arlington, VA 22230.

1. Today's Date: _____ 2. Year of Birth: _____

3. How did you learn about the particular position for which you are applying? (Circle appropriate number.)

- | | |
|---|---|
| 01 - Newspaper (specify) _____ | 10 - Federal, State or local job information center |
| 02 - Contact with NSF Personnel Office
(Agency Bulletin Board or other Announcement) | 11 - State vocational rehabilitation agency or
Veterans Administration |
| 03 - NSF-initiated personal contact | 12 - State employment office |
| 04 - Science Magazine, or other professional journal or magazine
(specify) _____ | 13 - School or college counselor or other official |
| 05 - Affirmative Action Register | 14 - Private job Information service |
| 06 - Attendance at conference, meeting or job fair
(specify) _____ | 15 - Private employment service |
| 07 - NSF recruitment at school or college | 16 - Friend or relative working at NSF |
| 08 - Colleague referral | 17 - Friend or relative not working at NSF |
| 09 - NSF Bulletin | 18 - NSF website |
| | 19 - Internet or other website |
| | 20 - Other (specify) _____ |

4. Select the ethnic category with which you most closely identify:

- A. **Hispanic or Latino.** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- B. **Not Hispanic or Latino.**

5. Select one or more racial category with which you most closely identify:

- A. **American Indian or Alaska Native.** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- B. **Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- C. **Black or African American.** A person having origins in any of the black racial groups of Africa.
- D. **Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- E. **White.** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

6. Sex (Circle the appropriate letter.) F - Female M - Male

7. Please provide Information on your disability status by circling the appropriate category below:

1. I do not have a disability; 2. Hearing impairment; 3. Vision impairment; 4. Missing extremities; 5. Partial paralysis;
6. Complete paralysis; 7. Convulsive disorder; 8. Mental retardation; 9. Mental or emotional illness; 10. Severe distortion of limbs
and/or spine; 11. I have a disability but it is not listed.

FOR AGENCY USE

Agency Code: _____

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER